LEAHI FUND **for Pulmonary Research**
Scientific Research
2019 Request for Proposals

HAWAI'I COMMUNITY FOUNDATION

Overview

The Leahi Fund for Pulmonary Research was established at Hawai'i Community Foundation (HCF) in 1994. The purpose of the Leahi Fund is *"to support programs of research and education in, and the prevention of, pulmonary disease."* Interested organizations or individuals may submit a full proposal for a research project for consideration. The Leahi Fund Advisory Committee will review all proposals on a competitive basis and make recommendation for grants that are most consistent with the purpose and priorities of the fund.

Priorities of the Fund

- Highest priority will be given to research with foreseeable clinical application to pulmonary problems that exist in Hawai'i.
- Scientific research in the prevention or treatment of pulmonary diseases and infirmities.
- Scientific research conducted as collaborations between researchers within the State of Hawai'i.
- Preference will be given to seed funding and to new areas of investigation for established researchers.
- Investigators or programs that have received funding for two consecutive years will be given a lower priority.

Projects not likely to be funded

- It is not the intention of the Leahi Fund to serve as a long-term source of research funding for any particular investigator. Previously funded Leahi Fund investigators, who in the opinion of the Advisory Committee should seek funding opportunities from national sources including the National Institutes of Health, may be ineligible for additional funding from the Leahi Fund.

Grant Range

Scientific Research grants will be up to $55,000. Researchers will have up to eighteen (18) months to complete their research project.

Eligibility

- Applicants must be in Hawai'i and be at least equivalent to an Assistant Professor. Fellows and post-doctoral researchers are ineligible for this grant.
- Applicants must be affiliated with tax-exempt organizations classified by the Internal Revenue Service as 501(c)(3), or with units of government.

Online Submission

Applications will only be accepted online. Principal Investigators who have an account may use their user name and password to access the online application. Principle Investigators who do not have an account should complete the following steps to establish an account:

1. Email the following information to medicalresearch@hawaiicommunityfoundation.org (Note: This email address will be deactivated on 3/6/2019):
   - Full name of Principal Investigator
   - Principal Investigator's academic rank and position title
   - Principal Investigator's Department
   - Principal Investigator's Mailing Address
   - Principal Investigator's Email Address

- Research Organization's Name
- Research Organization's Mailing Address
- Chief of Research Organization's Full Name
- Chief of Research Organization's Email Address

Note: Principal Investigators cannot register for an online account at the new user registration area of the Hawai'i Community Foundation Nonprofit Gateway.

2. After this information is submitted, the Principle Investigator will receive an email containing their user name and password. This may take up to three business days so please establish your account early to allow ample time to complete your application and submit it by the deadline. This user name and password may only be used for Leahi Fund and Medical Research applications.

Submit your online application at https://nexus.hawaiicommunityfoundation.org/nonprofit, or click on "NONPROFIT GATEWAY" toward the bottom of the HCF home page. Once logged in, you will be able to access the Leahi Fund Scientific Research application from the "Available Online Applications" page.

Deadline
Submit your proposal online by 4:00 p.m. HST on March 5, 2019. Applicants will be notified in May 2019.

Online Application
You will be asked to provide the following:
(Note - The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in the proposal abstract and lay summary – it may cause errors in the character counter and how the online system processes.)

1. **Proposal Abstract** *(3,000 character count max.)*
   One-paragraph background information on the proposed work, including anything that would be of interest to the Advisory Committee in evaluating the proposal.
2. **Lay Summary** *(3,000 character count max.)*
   One-paragraph public statement describing what you are attempting to accomplish, written in simple terms to be understandable to the general public.
3. **Project Personnel** *(2,000 character count max.)*
   All key personnel (name, title, affiliation) involved in the study and their roles/responsibilities.

Documents:
You will be asked to upload the following:

1. **Research Plan:** (maximum 10 pages)
   - Specific aims and methods of procedure: a concise statement of the aims of the proposed work. After each aim, give the details of your research plan showing how you expect to fulfill the aim.
   - Significance of this research: state why the results of the proposed work may be important.
   - State as part of the research plan how the rights and welfare of individual human subjects have been considered and protected by established review mechanisms of the responsible institution and status of applicable approvals.
   - Facilities available: describe general facilities at your disposal, including major items of permanent equipment.
   - Estimate time required to complete investigation and a proposed timeline.

2. **Previous Work Done On This Project:** (maximum 2 pages)
   If new project, describe briefly any pertinent work you have done. If this project is a continuation of previous work, explain how this project is different from previous studies. Also explain what new questions or methods will be tested. A grant application for a continuing project must include preliminary results and progress to date.

3. **Personal Publications:**
   Cite five (5) of your most important publications on this or closely related work.

4. **Results By Others:** (maximum 2 pages)
   Summarize results obtained on this problem by others, citing five (5) pertinent publications.

5. **Research By Others:** (maximum 2 pages)
   Summarize other research activities within the University of Hawaiʻi that may pertain to your proposed research.

6. **Biographical Sketches:** (see application online to download form) (maximum 4 pages each)
   Provide brief biographical sketches of all professional personnel, including the applicant and research mentor who are to be actively engaged on this project.

7. **Budget:**
   - Please use NIH Budget format found at http://grants.nih.gov/grants/funding/phs398/fp4.pdf
   - Realistic estimate of funds required, itemized into the following categories: personnel, equipment, consumable supplies, travel, miscellaneous expenses and institutional overhead and indirect costs (up to maximum 10% of the budget submitted).
       o Travel: Out-of-state travel expenses are permitted when presenting scientific data resulting from the Leahi Fund research proposal.
       o Publication costs for peer-reviewed journals are permitted.
   - If applicable, identify sources for other funding for this research project. Give name of agency, title of project, amount requested and period of support of other funding, including pending requests. Matching funds from the submitting institution are encouraged.
   - For all other research projects of the investigator, identify present/past support received from any agency or organization in this or related fields. Give source of grant, title of project, amount of grant and period of support. Indicate whether funding is for an identical project.
   - The following costs are <u>NOT</u> allowed:
       o Salary for the Principal Investigator.
       o Patient Care.
       o Major equipment purchases. Lease of major equipment required for the project may be allowed, but must be justified in the proposal.

8. **Letter(s) of Support:**
   Solicit from department chair or supervisor describing the institution's support for this project.

9. **Authorization Form:** (see application online to download form)
   Signed by research organization's authorizing official.

Grant Requirements and Timeframe: (for Scientific Research grants)
   1. Final approval and release of grant funds will be subject to receipt of all applicable institutional approval documentation (e.g., IRB and IACUC approvals). If all necessary approvals are not received within one year of approval, the grant will be withdrawn.
   2. Researchers will have eighteen (18) months to complete their research project. One month after the end of the grant term, a final narrative and financial report must be submitted to HCF. Please submit these documents <u>together.</u> In addition, PI's will be required to submit a post-grant report one year after the final report, to describe additional project funding, publications of research, and whether the preliminary data led to nationally funded research. This will be used in an ongoing outcomes evaluation of the HCF Leahi Fund Program. Reporting guidelines are available at the Leahi Fund for Pulmonary Research – Scientific Research web page at www.hawaiicommunityfoundation.org.
   3. Any unused funds must be returned to the Leahi Fund unless a no-cost extension is granted.

Format for Uploaded Documents:
- ☐ Use white 8 1/2" x 11" letter size
- ☐ Margins not less than 1" on all sides
- ☐ All pages must be paginated and include the study title
- ☐ The font is Times New Roman and text font size is not less than 12 pt.
- ☐ Use the following descriptive file name format when uploading your files: HCF Online Application ID #_PI Name_Name of File (For example, 'App467_JohnSmith_Narrative' or 'App455_JaneDoe_BioSketch'). Do not use apostrophes, #, or parentheses in your file name and each file must have a unique file name.
- ☐ Each file's size should be kept below 500 KB
- ☐ Do not upload Word files with "Read Only" restriction

Contact Information
If you have any questions regarding the proposal, please contact Elise von Dohlen of Hawai'i Community Foundation at 566-5585 (O'ahu), toll-free from Neighbor Islands at 1-888-731-3863 or email evondohlen@hcf-hawaii.org.

For technical assistance with the online application process, please contact our Help Desk at http://hawaiicommunityfoundation.org/ticket.

Leahi Fund Advisory Committee Members:
Dr. David Easa
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Dr. James Lumeng
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